Career Opportunity: Youth Assistant

Do you love creating environments where students can connect, grow, and belong?

If you're organized, dependable, and enjoy supporting others, you may be exactly who we're looking for.

We're searching for a Youth Ministry Assistant who can support HUB and Jr. HUB through administration, organization, and communication, helping ensure students, parents, and volunteers are equipped to engage fully in the ministry.

Position Details

- Reports to: Ministry/Operations Pastor
- Hours: 10–15 hours per week
- Position Type: Temporary Contract, Part-Time
- Location: Langley, BC
- Compensation: $25/hour

A Little About SouthRidge

Our mission is to **Love God, Change the World. One Life at a Time.**

We are committed to being and becoming a hospitable community committing to the ways of Jesus and partnering together for Kingdom impact . We believe ministry happens best when people are empowered to serve in areas that align with their strengths and passions.

As part of our staff team, you'll help support a ministry that serves students in Grades 6 - 12 and partners with families to help young people to grow in their faith.

OK, so what does the actual work look like?

Working alongside the Youth Coordinators, responsibilities may include:

- Attend and help oversee the weekly youth ministry services and events as hours allow.
- Help plan, coordinate, and hold ongoing events that excite participants and inspire them to invite friends.

- Communicating with students, parents, and volunteers regarding schedules, events, and ministry updates.
- Youth Leadership Team: Support, participate, and contribute to the recruitment, development, and leadership of the youth ministry.
- Maintaining accurate records and documentation using church systems and software.
- Monitoring projects, action items, and deadlines to ensure plans are completed and commitments are followed through.
- Providing administration and organizational support to the Youth Coordinators and Ministry Operations Pastor.
- Helping create welcoming environments where students feel known, valued, and cared for.

Anything else you should know?

- You'll learn what it looks like to actually operate a ministry — the planning, the logistics, the volunteer coordination, the follow-through. It's a great role for someone who wants to grow in ministry leadership.
- This is a part-time position that will include daytime, evening, and weekend work, depending on the youth ministry schedule.
- A criminal record check is required in accordance with our Child Protection Policy.
- This position requires agreement with and support of SouthRidge's mission, vision, and values.

What do you need to succeed?

- A genuine, growing relationship with Jesus that shapes how you serve others.
- A servant's heart and a teachable spirit. You don't need to have it all figured out — you need to be someone who wants to learn and grow.
- Strong administrative and organizational abilities.
- The ability to communicate well with all types and ages of people (specifically Grades 6 - 12).
- Comfort learning and using office technology and ministry software.
- Dependability and attention to detail.
- Comfort learning and using church management software and office technology.

Interested?

Please send your cover letter and resume to:

Deirdre Loewen
deirdre@southridgefellowship.com

SouthRidge Fellowship is committed to treating all applicants with dignity and respect throughout the hiring process. As a faith-based organization, this position requires alignment with our mission, values, and ministry philosophy.